

# TOWN OF ARLINGTON, MASSACHUSETTS

## Raffle & Bazaar Permit Questionnaire

Please complete and return with your completed application.

Name and Address of your Organization: \_\_\_\_\_

Is the organization a nonprofit / charitable organization as defined in MGL Ch. 271, Sec. 7A?

**Yes / No.** Please refer to the list below:

- a. Veterans' organization chartered by Congress;
- b. Church or religious organization;
- c. Fraternal or fraternal benefit society, such as an Elks Club or union;
- d. Educational or charitable organization;
- e. Civic or service club; or
- f. Other club or organization operated exclusively for nonprofit purposes.

**If not already on file** with the Arlington Town Clerk's Office, *evidence* that your organization has obtained a nonprofit/tax exempt status in the Commonwealth of Massachusetts is **required**.

Has your organization been issued a raffle/bazaar permit from the Town of Arlington in the last 2 years? **Yes / No**

Has your organization filed an Annual Report with the Town of Arlington for the previous permits following expiration (1 year after the issuance of the permit)?

**Yes / No**

*If you have not already done so, an Annual Report must be filed before the next permit may be issued*

The APPLICATION

- Do you have permission from the organization to seek a permit on their behalf? **Yes / No**
- Are the three officers of the organization listed on the application? **Yes / No**
  - o The same three people will need to sign the annual report following the expiration of the permit.
- Have you indicated the use of the proceeds in detail? **Yes / No**

*If permit application information changes after being submitted, you need to inform us so the application can be evaluated with the new information.*

## **The EVENT**

Is bingo/beano being held at the bazaar? **Yes / No**

Is the event a Poker tournament? **Yes / No**

Is the event a Casino night? **Yes / No**

Is your organization aware of the law that applies to raffles and bazaars? (**MGL Ch. 271, Sec. 7A**) **Yes / No**

Have you reviewed the link to **Frequently Asked Questions About Nonprofit Gaming Events**? **Yes / No**

Have you reviewed the regulations, **940 CMR 12.00 (Regulations Governing Raffles)** and **940 CMR 13.00 (Regulations Governing Bazaars)**, if they apply? **Yes / No**

## **The LOTTERY COMMISSION**

The Lottery Commission will send you information and forms about your tax requirements.

## **ANNUAL REPORT**

Within 30 days of the permit's expiration (1 year after the issuance), the organization must file 2 (two) copies of a financial report with the Town Clerk certified by the 3 officers on the application and an accountant.